



## **The CA Latino Caucus Institute Polanco Fellows Program GUIDELINES**

### **Envisioning a Vibrant, Inclusive and Successful Democracy**

Founded in 2002, the California Latino Caucus Institute (CLCI) is a bipartisan effort and since 2003 has effectively designed, implemented and self-funded the CLCI Polanco Fellows program. **Seven classes** of Polanco Fellows - **a total of 37 CLCI Polanco Fellow Alumni** - have created a proven track record of success. The highly qualified and motivated Polanco Fellows will grow from the year-long experience that will include:

- 1) The Center for Creative Leadership, La Jolla California Maximizing Your Leadership Potential training (one week) which examines individual's strength and areas for growth.
- 2) The State's Executive Agency experience (four months) learning the implementation of policy from a department's perspective.
- 3) The Legislative experience (eight months) researching an idea into legislation and organizing the civic participation to support or oppose an issue to the final passage and signature by the Governor; and
- 4) The Washington DC public policy conference experience working with Members of Congress and their staff who are strongly committed to achieving the full enjoyment of human and civil rights for all.

## 2-2-2

### **CLCI Core Values**

- 1) Supporting innovative leadership and mentorship programs that enhance the quality of life for all Californians.
- 2) Developing enlightened leadership and positive social transformation by creating Polanco Fellows who serve as public policy change agents.
- 3) Building a better future for all Californians by protecting youth, strengthening families and empowering communities.
- 4) Promoting greater civic participation and knowledge about major policy issues among all underserved communities.
- 5) Creating coalitions, developing community strength and empowering individuals and organizations to engage in the political process.

### **CLCI POLANCO FELLOWS**

#### **SENATOR RICHARD G. POLANCO PUBLIC POLICY FELLOWSHIP PROGRAM**

Beginning in 2003, Polanco Fellows have been selected annually from across California to participate in leadership training and to learn about public policy and its application through the legislative process. To date, thirty-seven Polanco Fellows have completed the year-long Sacramento based program.

As future leaders, the CLCI Polanco Fellows are expected to serve as change agents in California's underserved and underrepresented communities. The CLCI leadership development program provides training in public policy, leadership, strategic management and legislative processes as well as on equality, race, class and gender issues. We expect our Polanco Fellows to gain sensitivity to and understanding of the needs of all communities represented statewide in California.

The 2011-2012 CLCI Polanco Fellows will be selected to serve as full-time staff in the Legislature or other branches of government in Sacramento. Assigned with public policy staff responsibilities, Polanco Fellows will be given duties that involve a significant amount of opportunities and challenges. These responsibilities will include helping develop legislative proposals, researching and analyzing bills, responding to constituent inquiries, developing talking points, staffing members, writing news releases, speeches and general correspondence. It will also include organizing at the district office level and meeting grass roots leaders who need support with advocacy in a time of limited resources.

### 3-3-3

**The term of the Fellowship will be 12 months beginning on September 1, 2011 and ending on August 31, 2012. Each Fellow will receive a monthly stipend of approximately \$1,880 and will be considered an employee of the California Latino Legislative Caucus Institute for Public Policy, also known as the CA Latino Caucus Institute (CLCI).**

Although no previous experience is necessary, applicants are not limited to but should have a strong interest in California's civic participation and public policy. A one-day orientation in Los Angeles and additional training on-site in Sacramento combined with the "Foundations of Leadership" program intensive at the world-renowned Center for Creative Leadership in La Jolla, California, will provide background knowledge on CLCI core values; the role of state government; the legislative process; major statewide public policy issues and the nature of leadership. After the initial orientation process, Fellows will interview with various divisions within the State Agency Departments before being placed. Fellows are required to attend regular graduate seminars conducted by the CLCI program advisor based in Sacramento.

#### **COMMUNITY SERVICE PROJECT**

The CLCI Polanco Fellows will select a six-month community service project for group involvement. Fellows are challenged to work as a team to advance a project from its initial conception to completion. In the process, each Fellow learns to set aside individual beliefs, to appreciate and trust each other, work with various management styles, to delegate, lead, follow, organize and manage people and time effectively. The 2011-2012 Community Service Project will provide an immediate public benefit for the local community of Sacramento County. Fellows work together identifying a community service project by assessing the needs, making recommendation and implementing new ideas as a class. *\* Working with the CLCI Board of Directors and Program Director, the class will develop and implement their own Sacramento Community Service Project.*

#### **PROGRAM BENEFITS**

CLCI provides Quad-Caucus Polanco Fellows with:

- Transportation: one round-trip airfare to Sacramento.
- Gross monthly stipend of approximately \$1,880.
- Health/dental benefits.
- Introduction to the Capitol Area Development Association for housing contacts.

#### **4-4-4**

##### Program requirements:

- Fellows must be 21 years of age.
- Work a minimum of 36 hours a week at the placement site.
- Attend all orientation programs.
- Attend pre-Fellowship retreat and leadership training.
- Participate in all designated CLCI sponsored activities.
- Participate in a six-month community service project.
- Prepare a final journal article reflecting on Fellowship expectations and experience.
- Comply with CLCI policies regarding work performance and personal conduct.

##### **Eligibility Criteria:**

- Candidates must have a demonstrated interest in public policy.
- Applicants must have graduated from a college or university (with a BA/BS degree).
- Excellent analytical and communication skills (oral and written)
- Be a California resident.
- Be a U.S. citizen or permanent legal resident

#### **FOR MORE INFORMATION PLEASE CONTACT**

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**2011-2012 CA LATINO CAUCUS INSTITUTE  
POLANCO FELLOWS PROGRAM TIMELINE**

March 7, 2011 – April 29, 2011	- Request for applications. - Email notice sent as applications are received and logged.
May 1-31, 2011	- Applications sorted, vetted and reviewed by Selection Committee.
June 24, 2011	- In-person interviews Burbank, California
June 30, 2011	- Final Selection Advisement Letters mailed
September 1, 2011	- 2011-2012 Polanco Fellows begin program in Sacramento.
September 9, 2011 (One-day retreat)	- ORIENTATION MTG LOS ANGELES
September 10-17, 2011	-Washington DC, Congressional Hispanic Caucus Issues and Policy Conference - Washington DC, Congressional Black Caucus Issues and Policy Conference
September 19, 2011	- ORIENTATION MTG IN CAPITOL, SACRAMENTO, CA
September 20, 2011 To December 2011	- Executive Agency Placements begins.
September, October and November 2011	- 3-day program: <i>“Maximizing Your Leadership Potential”</i> , Center for Creative Leadership, La Jolla, CA
January-June 2012	- Community Service Projects implemented, executed and completed.
January 2012	-Legislative Rotation Begins (Continues to August 31, 2012)
August 2012 (TBD)	GRADUATION CEREMONY! SACRAMENTO, CA